

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System Budget Code: AAA DPA
 Title: Restore Vacant Budgeted Positions in PERC

PRIORITY: Rank 4 of 5 FUNDING: Full Year ☒ Other ☐ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Clerk IV Position – This position is budgeted and was vacated in October 2002. The Clerk IV provides direct supervision to 3.0 Clerk III's, 7.0 Clerk II's (one of whom is stationed in the Victorville Office), and a Fiscal Clerk I. This position oversees the day-to-day administrative support functions and provides other high-level clerical support functions for PERC. Responsibilities include ensuring that staff and equipment are deployed to multiple training locations on a daily basis, oversight for the Tuition Fund Reimbursement process, maintenance of the training database and coordination of New Employee Orientation training.

Media Specialist Position – This position is budgeted and was vacated in January 2003 when the incumbent retired. The Media Specialist is a shared communication and media resource for Human Services System and county department programs, activities and services. This position develops numerous communication and public relations tools including the HSS Pocket Guide and HSS Annual Report and also provides support to marketing and informational campaigns and associated materials.

	2003-04	Ongoing 2004-05
APPROPRIATIONS		
Salaries & Benefits (attach additional page if required)	\$ 116,150	\$ 116,150

CLASSIFICATIONS		
Budgeted Staff	Title	Amount
1.0	Clerk IV	47,418
1.0	Media Specialist	68,732

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS	
Item	Amount

Reimbursements (specify) _____

Total: \$ 116,150 \$ 116,150

REVENUE (specify source)

State, federal and Social Services Sales Tax	116,150	116,150
Total:	\$ 116,150	\$ 116,150

LOCAL COST \$ 0 \$ 0